

Project SHARE

Position Description

Revision Date: November 6, 2017

POSITION TITLE: International Food Educator

REPORTS TO: Client Services Supervisor

General Job Description: The International Food Educator will train and work with volunteers to ensure food bank users receive healthy food that aligns with their traditional diet if possible when they come in for assistance. Research will be done and staff and volunteers educated to increase general knowledge of different diets and cultural practices. More ethnic food will be accessed in our food room so we can provide assistance with dignity and awareness. Produce will be checked and monitored to ensure suitability for use.

JOB DUTIES & RESPONSIBILITIES

- Conduct informal surveys with newcomer families about dietary needs and methods of food preparation
- Attend Multicultural Folk Arts programs and Project SHARE cooking classes to gain knowledge of various diets and cultural practices and research and advise food room users and volunteers on unfamiliar foods and provide recipes and cooking tips
- Educate Christmas program volunteers, food room volunteers and Project SHARE staff about international cuisine and food preparation
- Work with warehouse staff and management to increase the amount of culturally diverse food that is donated to Project SHARE
- Train and work with volunteers in the food room and ensure produce and perishables are of good quality and any newcomers are offered appropriate food and help to navigate through the food room
- Take safe food handling practices online course and encourage volunteers to do so as well
- Advise clients and volunteers on foods suitable for diabetic or gluten-free diets and help the clients with health issues, religious restrictions, language barriers navigate the food room
- Attend meetings (or serve as a member) of a new Project SHARE Client Advisory Committee
- Observe volunteer policies, procedures and standards of volunteer service
- Assess feedback and evaluate food room program to ensure effectiveness and to recommend/implement changes when appropriate
- Maintain accurate records
- Conduct tours as needed and requested
- Provide ongoing support and guidance for food room volunteers

QUALIFICATIONS

Post-secondary education in voluntarism, social services or related experience

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of volunteer principles and evaluation techniques and the ability to direct, supervise and mediate with people

Ability to work in a diverse group of staff and volunteers

Record keeping and basic computer ability

Organization and planning skills

Demonstrated capability to effectively communicate orally and in writing